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# SOUTH CAROLINA REAL ESTATE COMMISSION
# DEPARTMENT OF LABOR, LICENSING AND REGULATION

# REAL ESTATE
# CANDIDATE INFORMATION BULLETIN

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Updated 8/27/2026

## EXAMINATIONS BY PSI

This Candidate Information Bulletin provides you with information about the examination and application process for becoming licensed as a real estate associate or broker in South Carolina. To be licensed, you must pass an examination to confirm that you have attained at least a minimum level of knowledge regarding the principles, practices, statutes and regulations relating to real estate. The South Carolina Department of Labor, Licensing and Regulation has contracted with PSI Services LLC (PSI) to conduct its examination program. PSI provides examinations through a network of computer examination centers in South Carolina. PSI works closely with the South Carolina Real Estate Commission to be certain that examinations meet local as well as national requirements and basic principles of real estate and examination development standards.

Apply to the Real Estate Commission prior to registering with PSI for an examination. Once you are approved, you will receive an Examination Eligibility letter. Examination Eligibility is valid for 1 year. If you fail you may retest on an unlimited basis during the 1 year period.

The following are the South Carolina real estate licensing examinations offered by PSI licensure: certification:

- Real Estate Associate
- Real Estate Broker

Each examination consists of state and national portions. You must pass both portions to apply for licensure.

All questions and requests for information about examinations should be directed to:

**PSI**
**(855) 340-3701**
**https://test-takers.psiexams.com/scre**

Questions about applications for licensure should be directed to the:

**South Carolina Real Estate Commission**
**Synergy Business Park; Kingstree Building**
**110 Centerview Dr.**
**Columbia, South Carolina 29210**
**(803) 896-4300**
**www.llr.state.sc.us**

## GUIDELINES FOR LICENSE APPLICATION/QUALIFICATION

To make the license qualification process go as smoothly as possible, be certain that you:

1. Obtain the appropriate eligibility (e.g., number of hours of education) in advance of applying to the Commission.
2. After approval by the Commission of your eligibility, prepare for the examination by using the examination outline in this Candidate Information Bulletin as a guide for reviewing your prelicense course material along with any of the supplementary references provided on page 2.
3. Be sure that the examination registration form that you submit to PSI is complete and accurate, and that you include the correct fees.
4. Be sure to take proper identification with you to your scheduled examination appointment.
5. Candidates for licensure are required to pass both portions of the examination within 1 year of approval of your eligibility by the Commission. If your Examination Eligibility has expired, you will need to reapply to the Commission before you can register to take or retake the examination with PSI.

## TIPS FOR PREPARING FOR YOUR LICENSE EXAMINATION

The following suggestions will help you prepare for the license examination. Preparation, in addition to the required classroom hours, increases your likelihood of passing.

- Start with a current copy of this South Carolina Real Estate Candidate Information Bulletin and use the examination content outline as the basis of your study.
- Review your prelicense course material with a special emphasis on the topics listed in the examination content outline.
- Take notes on what you study. Putting information in writing helps you commit it to memory; it is also an excellent business practice. Underline or highlight key ideas that will help with a later review.
- Your studies will be most effective if you study frequently, for periods of about 45 to 60 minutes. Concentration tends to wander when you study for longer periods of time.

## EXAMINATION STUDY MATERIALS

The following is a list of possible study materials for the real estate examinations. The list is given to identify resources and does not constitute an endorsement by PSI or by the South Carolina Real Estate Commission. Use the latest edition available.

**National Portion References**

- Modern Real Estate Practice, 21st Edition, Galaty, Allaway, Kyle, and Williams, Dearborn Real Estate Education, www.dearborn.com, ISBN: 978-1-0788-1887-2
- Mastering Real Estate Math, 9th Edition, 2022, Denise Evans www.dearborn.com ISBN: 9781078819008
- The Language of Real Estate, 8th Edition, 2019, Reilly and Spodek, Dearborn Real Estate Education, www.dearborn.com
- Property Management, 11th edition, 2016, Kyle, Robert C., Baird, Floyd M. and Kyle, C. Donald, Chicago: Dearborn Real Estate Education www.dearborn.com

- Real Estate Law, 11th Edition, 2022, Elliot Klayman, Dearborn Real Estate Education www.dearborn.com
- Real Estate Fundamentals, 10th Edition, 2019, Gaddy, Hart, Spodek, Dearborn Real Estate Education,www.dearborn.com
- Real Estate Principles, 12th Edition, Charles Jacobus, OnCourse Publishing, N19W24075 Riverwood Drive, Suite 200, Waukesha, WI 53188, 855-733-7239, www.oncoursepublishing.com ISBN 1285420985
- Real Estate Principles, 12th Edition, 2021, Floyd and Allen, Dearborn Real Estate Education,www.dearborn.com
- Mastering Real Estate Principles, 8th Edition, 2022, Gerald Cortesi
- Real Estate Principles & Practices, 9th Edition, 2014, Arlyne Geschwender, OnCourse Publishing, N19W24075 Riverwood Drive, Suite 200, Waukesha, WI 53188, 855-733-7239, www.oncoursepublishing.com ISBN 0324784554
  Principles of Real Estate Practice, 6th edition, 2019, Mettling, Stephen and Cusic, David, Performance Programs Company, www.performanceprogramscompnay.com

**State Portion References**

- AWARE in South Carolina. 13th Edition, Charles D. Wyatt, Jr., Wyatt Institute, 710 E. North Street, Greenville, SC 29601, (800) 922-9252 or (864) 271-9732
- Real Estate Broker, Salesmen, and Property Managers License Laws; South Carolina Code of Laws, Title 40, Chapter 57 - https://llr.sc.gov/re/laws.aspx
- South Carolina Fair Housing Laws; South Carolina Code of Laws, Title 31, Chapter 21 - https://www.scstatehouse.gov/Archives/CodeofLaws2017/t31c021.php
- South Carolina Residential Landlord and Tenant Act; South Carolina Code of Laws Title 27, Chapter 40 - https://www.scstatehouse.gov/code/t27c040.php
- South Carolina Vacation Rental Act; South Carolina Code of Laws, Title 27, Chapter 50, Article 2 - https://www.scstatehouse.gov/code/t27c050.php
- South Carolina Vacation Time Sharing Plans Act; South Carolina Code of Laws, Title 27, Chapter 32, Article 1 - https://www.scstatehouse.gov/code/t27c032.php
- State Fire Marshal Law; South Carolina Code of Laws, Title 23, Chapter 9, Article 1 - https://www.scstatehouse.gov/code/t23c009.php
- Building Codes and Fire Prevention, South Carolina Code of Laws, Title 5, Chapter 25, Section 5-25-1310 - https://www.scstatehouse.gov/code/t05c025.php
- Homestead and Other Exemptions; South Carolina Coded Laws, Title 15, Chapter 41, Article 1 - https://www.scstatehouse.gov/code/t15c041.php
- Assessment of Property Taxes; South Carolina Coded Laws, Title 12, Chapter 37 - https://www.scstatehouse.gov/code/t12c037.php
- Residential Property Condition Disclosure Statement; South Carolina Code of Laws, Title 27, Chapter 50, Article 1 - https://www.scstatehouse.gov/code/t27c050.php
- Taxation Deed Recording Fee; South Carolina Code of Laws, Title 12 Taxation Chapter 24 - https://www.scstatehouse.gov/code/t12c024.php
- Taxation County Equalization and Reassessment; South Carolina Code of Laws, Title 12 Taxation Chapter 43, Section 12-43-220 – https://www.scstatehouse.gov/code/t12c043.php
- Consumer Protection Code; South Carolina Code of Laws, Title 37 - https://www.scstatehouse.gov/code/title37.php

# DESCRIPTION OF EXAMINATIONS & EXAMINATION CONTENT OUTLINES

## EXAMINATION SUMMARY TABLE

The Examination Summary Table below shows the number of questions and the time allowed for each examination portion.

| Examination | Portion | # of Questions | Time Allowed |
|---|---|---|---|
| Associate | National | 80 (80 points) | 120 Minutes |
| | State | 40 (40 points) | 80 Minutes |
| | Both | (120 points) | 200 Minutes |
| Broker* | National | 75 (80 points) | 120 Minutes |
| | State | 50 (50 points) | 80 Minutes |
| | Both | (130 points) | 200 Minutes |

*Note: National broker exams include questions that are scored up to two points

## EXPERIMENTAL QUESTIONS

A small number of "experimental" questions (i.e., 5 to 10) may be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against testing time. The administration of such unscored, experimental questions is an essential step in developing future licensing exams.

## EXAMINATION CONTENT OUTLINES

The Examination Content Outlines have been prepared and are periodically updated by committees of professionals who are subject matter experts in real estate practice, real estate instruction, and regulatory issues. The examination content outlines these professionals have prepared identify areas of importance to licensees in order for them to perform their duties to the public in a competent and legally responsible manner.

Use the outline as a guide for pre-examination review of course material. The outlines list the topics that are on the examination and the number of questions for each topic. Do not schedule your examination until you are familiar with the topics in the outline.

## NATIONAL PORTION
## (REAL ESTATE PRINCIPLES AND PRACTICES)

### I. Property Ownership *(Associate 10%, Broker 10%)*

**A. Real and personal property; conveyances**

**B. Land characteristics and legal descriptions**

1. Metes and bounds method of legal property description
2. Lot and block (recorded plat) method of legal property description
3. Government survey (rectangular survey) method of legal property description
4. Measuring structures (linear and square footage)
5. Land measurement

**C. Encumbrances and effects on property ownership**

1. Types of liens and their effect on the title and value of real property
2. Easements, rights of way and licenses, including their effect on the title, value and use of real property
3. Encroachments and their effect on the title, value and use of real property
4. Potential encumbrances on title, such as probate, leases, or adverse possession
5. Property rights that may be conveyed separately from use of the land surface, such as mineral and other subsurface rights, air rights, or water rights

**D. Types of ownership**

1. Ownership in severalty/sole ownership
2. Implications of ownership as tenants in common
3. Implications of ownership in joint tenancy
4. Forms of common-interest ownership, such as Timeshares, Condominiums and Co-ops
5. Property ownership held in a trust or by an estate
6. Ownership by business entities
7. Life Estate ownership

### II. Land use Controls *(Associate 5%, Broker 5%)*

**A. Government rights in land**

1. Government rights to impose property taxes and special assessments
2. Government rights to acquire land through eminent domain, condemnation and escheat

**B. Government controls on land use**

**C. Private controls**

1. Deed conditions or restrictions on property use
2. Subdivision covenants, conditions and restrictions (CC&Rs) on property use
3. Condominium and owners' associations regulations or bylaws on property use

### III. Valuation *(Associate 8%, Broker 8%)*

**A. Appraisals**

1. Appraisals for valuation of real property
2. Situations which require appraisal by a licensed or certified appraiser and brokerage-related actions that constitute unauthorized appraisal practice
3. General steps in appraisal process

**B. Estimating Value**

1. Economic principles and property characteristics that affect value of real property
2. Sales or market comparison approach to property valuation and appropriate uses
3. Cost approach to property valuation and appropriate uses
4. Income analysis approach to property valuation and appropriate uses

**C. Comparative Market Analysis (CMA)**

1. Competitive/Comparative Market Analysis (CMA), BPO or equivalent
2. Automated Valuation Method (AVM), appraisal valuation and Comparative Market Analysis (CMA)

### IV. Financing *(Associate 10%, Broker 9%)*

**A. Basic Concepts and Terminology**

1. Loan financing (for example, points, LTV, PMI, interest, PITI)
2. General underwriting process (e.g., debt ratios, credit scoring and history)
3. Standard mortgage/deed of trust clauses and conditions
4. Essential elements of a promissory note

**B. Types of Loans**

1. Conventional loans
2. Amortized loans, partially amortized (balloon) loans, interest-only loans
3. Adjustable-rate mortgage (ARM) loans
4. Government Loans
    a. FHA insured loans
    b. VA guaranteed loans
    c. USDA/Rural Development loan programs
5. Owner financing (for example, installment or land contract/contract for deed)
6. Reverse-mortgage loans
7. Home equity loans and lines of credit
8. Construction loans
9. Rehab loans
10. Bridge loans

**C. Financing and Lending**

1. Real Estate Settlement Procedures Act (RESPA), including kickbacks
2. Truth-in-Lending Act (Regulation Z), including advertising
3. Requirements and time frames of TRID (TILA-RESPA Integrated Disclosures)
4. Equal Credit Opportunity Act
5. Lending Process (application through loan closing)
6. Risky loan features, such as prepayment penalties and balloon payments

### V. Contracts *(Associate 19%, Broker 19%)*

**A. General Contract Law**

1. General principles of contract law
2. Elements necessary for a contract to be valid

3. Effect of the Statute of Frauds
4. Offer and a contract
5. Enforceability of contracts
6. Void, voidable and unenforceable contracts
7. Bilateral and unilateral contracts
8. Nature and use of option agreements
9. Notice, delivery, acceptance and execution of contracts
10. Appropriate use, risks, and advantages of electronic signatures and paperless transactions
11. Rights and obligations of the parties to a contract
12. Possible remedies for breach or non-performance of contract
13. Termination, rescission and cancellation of contracts

**B. Purchase and Lease Contracts**

1. Addenda and amendments to contracts
2. Purchase agreements
3. Contract contingencies and methods for satisfying them
4. Leases and rental agreements
5. Lease-purchase agreements
6. Types of leases

**C. Proper handling of multiple offers and counteroffers**

## VI. Agency *(Associate 13%, Broker 13%)*

**A. Agency and non-agency relationships**

1. Agency relationships and how they are established
2. Types of listing contracts
3. Buyer brokerage/tenant representation contracts
4. Other brokerage relationships, including transaction brokers and facilitators
5. Powers of attorney and other assignments of authority
6. Conditions for termination of agency or brokerage service agreements

**B. Agent Duties**

1. Fiduciary duties of agents
2. Agent's duties to customers/non-clients, including honesty and good faith

**C. Agency Disclosures**

1. Disclosure of agency/representation
2. Disclosure of possible conflict of interest or self-interest

## VII. Property Disclosures *(Associate 7%, Broker 7%)*

**A. Property Condition**

1. Seller's property condition disclosure requirements
2. Property conditions that may warrant inspections or a survey
3. Red flags that warrant investigation of public or private land use controls

**B. Environmental and Government Disclosures**

1. Environmental issues requiring disclosure
2. Federal, state, or local disclosure requirements regarding the property

**C. Disclosure of material facts and material defects**

## VIII. Property Management *(Associate 3%, Broker 5%)*

**A. Duties and Responsibilities**

1. Procurement and qualification of prospective tenants
2. Fair housing and ADA compliance specific to property management
3. How to complete a market analysis to identify factors in setting rents or lease rates
4. Property manager responsibility for maintenance, improvements, reporting and risk management *(BROKER ONLY)*
5. Handling landlord and tenant funds; trust accounts, reports and disbursements *(BROKER ONLY)*
6. Provisions of property management contracts *(BROKER ONLY)*

**B. Landlord and tenant rights and obligations**

## IX. Transfer of Title *(Associate 6%, Broker 6%)*

**A. Types of deeds**

**B. Title Insurance and Searches**

1. Title insurance policies and title searches
2. Potential title problems and resolutions
3. Marketable and insurable title

**C. Closing Process**

1. When transfer of ownership becomes effective
2. Process and importance of recordation
3. Settlement procedures (closing) and parties involved
4. Home and new construction warranties

**D. Special Processes**

1. Special issues in transferring foreclosed properties
2. Special issues in short sale transactions
3. Special issues in probate transactions

## X. Practice of Real Estate *(Associate 12%, Broker 12%)*

**A. Antidiscrimination**

1. Federal Fair Housing Act general principles and exemptions
2. Protected classes under Federal Fair Housing Act
3. Protections against discrimination based on gender identity and sexual orientation
4. Prohibited conduct under Federal Fair Housing Act (Redlining, Blockbusting, Steering, Disparate Treatment)
5. Fair housing advertising rules
6. Americans with Disabilities Act (ADA) obligations pertaining to accessibility and reasonable accommodations

**B. Legislation and Regulations**

1. Licensees' status as employees or independent contractors
2. Antitrust laws and types of violations, fines and penalties
3. Do-Not-Call List rule compliance
4. Proper use of Social Media and Internet communication and advertising

**C. Duties and Responsibilities**

1. Protection of confidential personal information (written, verbal or electronic)
2. Duties when handling funds of others in transactions
3. Licensee responsibility for due diligence in real estate transactions

**D. Supervisory Responsibilities *(BROKER ONLY)***

1. Broker's supervisory responsibilities (licensees, teams and unlicensed assistants and employees) *(BROKER ONLY)*
2. Broker relationship with licensees (employees or independent contractors and governing rules) *(BROKER ONLY)*

**XI. Real Estate Calculations *(Associate 7%, Broker 6%)***

**A. Calculations for Transactions**

1. Seller's net proceeds
2. Buyer funds needed at closing
3. Real property tax and other prorations
4. Real property transfer fees
5. PITI (Principal, Interest, Taxes and Insurance) payments estimate given loan rate and term

**B. General Concepts**

1. Equity
2. Rate of return/Capitalization rate
3. Loan-to-Value ratio
4. Discount points and loan origination fees

## STATE-SPECIFIC PORTION (SOUTH CAROLINA REAL ESTATE LAWS AND REAL ESTATE COMMISSION RULES)

**South Carolina Real Estate Commission and Licensing Requirements *(Associate-9 items, Broker-10 items)***

A. Real Estate Commission Purpose, Powers, and Duties
B. Activities Requiring a License and Exemptions from Licensure
C. License Types, Maintenance, Duration, Statuses, and Changes

**Statutes Governing the Activities of Licensees and Non-Licensees *(Associate-11 items, Broker-16 items)***

A. Advertising
B. Broker, Associate, and Non-Licensee Relationships
C. Commissions and Other Compensation
D. Disclosure of Licensee's Interest in Real Estate Transactions
E. Offers and Counteroffers
F. Handling of Documents and Record Keeping
G. Handling of Monies and Accounting Practices
H. License Law Violations, Investigations, and Penalties

**South Carolina Agency and Non-agency Relationships and Issues *(Associate-11 items, Broker-13 items)***

A. Permissible Relationships and Obligations to Parties
B. Disclosure Requirements and Issues
C. Creation and Termination of Agency
D. South Carolina Agency and Non-agency Contracts

**Additional South Carolina Statutes and Topics *(Associate-6 items, Broker-7 items)***

A. Consumer Protection Code
B. Homestead Exemption
C. Residential Landlord and Tenant Act
D. Vacation Rental Act (Associate and Broker) and Time Sharing Plan Act (Broker Only)
E. Residential Property Condition Disclosure Statements
F. SC Fair Housing Law
G. SC Smoke Detector Law

**Closing Details (*Associate-3 items, Broker-4 items*)**

## SAMPLE QUESTIONS

The following questions are offered as examples of the types of questions you will be asked during the course of the National real estate associate and broker examinations. They are intended primarily to familiarize you with the style and format of questions you can expect to find in the examinations. The examples do NOT represent the full range of content or difficulty levels found in the actual examinations.

### SAMPLE ASSOCIATE QUESTIONS

A. Which of the following interests in property is held by a person who is granted a lifetime use of a property that will be transferred to a third party upon the death of the lifetime user?

1. A life estate.
2. A remainder estate.
3. An estate for years.
4. A reversionary estate.

B. Which of the following statements BEST identifies the meaning of the term, "rescission of a contract"?

1. A ratification of a contract by all parties.
2. A return of all parties to their condition before the contract was executed.
3. A transfer or assignment of a particular responsibility from one of the parties to another.

4. A review of the contract by the legal counsel of either party that may result in a cancellation without penalty or further obligation.

C. Which of the following clauses in a mortgage allows the lender to demand loan repayment if a borrower sells the property?

1. Defeasance
2. Prepayment
3. Acceleration
4. Alienation

D. How much cash MUST a buyer furnish in addition to a $2,500 deposit if the lending institution grants a 90% loan on an $80,000 property?

1. $5,500.
2. $6,975.
3. $7,450.
4. None of the above.

E. Which of the following single-family residences would get the MOST accurate appraisal by applying the reproduction cost approach to value?

1. A rental property.
2. A vacant property.
3. A new property.
4. An historic property.

**Answers to Sample Associate Questions:**
A: 1; B: 2; C: 4; D: 1; E: 4

SAMPLE BROKER QUESTIONS (SCENARIO-BASED)

**Scenario:**

You are hosting an open house. Mr. and Mrs. Charles Martin come into the house. You greet them and show them the house. The Martins tell you the house is exactly what they are looking for and they are very interested in purchasing it. You then give them information showing the various types of financing available with down payment options and projected payments.

Mr. Martin tells you they have been working with Mary Hempstead of XX Realty, a competing real estate company. Before leaving, you thank them for coming and give them your business card.

A. The first thing on Monday morning, Mrs. Martin calls and indicates they have tried to reach Mary and cannot. They indicate they have a written buyer's agent agreement with Mary's broker. They are afraid someone else is going to buy the house. Which of the following should you do? Select the best answer.

1. Seek advice from your supervising broker.
2. Tell them to come to your office.
3. Ask them to bring the buyer's agency agreement to you for your interpretation.
4. Tell them to be patient and continue trying to reach Mary.
5. Tell them to call Mary's supervising broker or branch manager.
6. Tell them you are really sorry, but there is nothing you can do.

B. The Martins come to your office and explain that neither Mary nor her supervising broker are available. They insist you immediately write an offer for the house. How should you proceed? Select the best answer.

1. Write the offer after entering into a buyer's broker agreement with them.
2. Write the offer after explaining they may owe Mary's broker a commission.
3. Write the offer after trying to contact Mary's broker yourself.
4. Refuse to write an offer and explain that doing so would be unethical.
5. Refuse to write and offer since it would be illegal.
6. Refuse to write the offer and tell the Martins to contact another Salesperson in Mary's office.

**Answers (Points) to Sample Broker Questions:**

A. 1 (2 points), 2 (1 point), 3 (0 point), 4 (0 point), 5 (1 point) , 6 (0 point);

B. 1 (1 point), 2 (2 points), 3 (1 point), 4 (0 point), 5 (0 point) , 6 (0 point);

## SCHEDULING PROCEDURES

**FEE SCHEDULE**

Fees apply to both Broker and Associate Examinations.

| | |
|---|---|
| Both Portions | $67 |
| One Portion | $59 |
| Property Manager | $63 |

***ATTENTION: EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE. EXAMINATION FEE IS VALID FOR ONE YEAR FROM THE DATE OF PAYMENT.***

**INTERNET REGISTRATION**

For the fastest and most convenient test scheduling process, PSI recommends that candidates register for their exams using the Internet. Candidates register online by accessing PSI's registration website at https://test-takers.psiexams.com/scre. Internet registration is available 24 hours a day.

Log onto PSI's website and select Sign in / Create Account. Select Create Account. You are now ready to pay and schedule for the exam. Enter your zip code and a list of the testing sites closest to you will appear. Once you select the desired test site, available dates will appear.

**TELEPHONE REGISTRATION**

Call 855-340-3701 and speak to a PSI registrar Monday through Friday between 7:30 am and 10:00 pm, and Saturday-Sunday between 9:00 am and 5:30 pm, Eastern Time.

## EXAM ACCOMMODATIONS

All PSI examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and exam accommodations will be made in meeting a candidate's needs. A candidate with a disability or a candidate who would otherwise have difficulty taking the examination should request for alternative arrangements by Clicking Here.

Candidates granted accommodation in accordance with the ADA, MUST schedule their examination by telephone and speak directly with a PSI registrar.

## CANCELING OR RESCHEDULING AN APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your *cancellation notice is received 2 days before the scheduled examination date*. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday.

**Note: A voice mail message is NOT an acceptable form of cancellation. Please use the PSI Website or call PSI and speak to a Customer Service Representative.**

**IMPORTANT NOTE**
**ABOUT SCHEDULING OR RESCHEDULING!**

It is not possible to make a new examination appointment on the same day you have taken an examination; this is due to processing and reporting scores. A candidate who tests unsuccessfully on a Wednesday can call the next day, Thursday, and retest as soon as Friday, depending upon space availability.

## MISSED APPOINTMENT OR LATE CANCELLATION

***Your registration will be invalid, and you will not be able to take the examination as scheduled, and you will forfeit your examination fee, if you:***

- Do not cancel your appointment 2 days before the schedule examination date; or
- Do not appear for your examination appointment; or
- Arrive after examination start time; or
- Do not present proper identification when you arrive for the examination.

## EMERGENCY EXAMINATION CENTER CLOSING

In the event that severe weather or another emergency forces the closure of a examination center on a scheduled testing date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation; however, you may check the status of your testing schedule by calling (855) 340-3701. Every effort will be made to reschedule your examination at a convenient time as soon as possible.

# EXAMINATION CENTER LOCATIONS

**GREENVILLE/SPARTANBURG**
**Park East, Anderson Building**
**150 Executive Center Drive, Suite 104**
**Greenville, South Carolina 29615**

**COLUMBIA**
**111 Executive Center Dr, Suite 222**
**Columbia, SC 29210**

**CHARLESTON**
**4600 Goer Drive, Suite 112A**
**North Charleston, South Carolina 29406**

**BEAUFORT/HILTON HEAD**
**Regions Bank Building**
**69 Robert Smalls Pky/SC-170, Unit 4D**
**Beaufort, South Carolina 29906**

**MYRTLE BEACH**
**1601 North Oak Street, Suite 305**
**Myrtle Beach, South Carolina 29577**

**CHARLOTTE**
**Tyvola Executive Park 1**
**5701 Westpark Dr, #202**
**Charlotte, NC 28217**

Additionally, PSI has examination centers in many other regions across the United States. You may take the written examination at any of these locations by following the instructions on the Out-Of-State Request Form at the end of this Candidate Information Bulletin.

# REPORTING TO THE EXAMINATION CENTER

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for sign-in, identification and familiarizing you with the examination process. **If you arrive late, you may not be admitted to the examination center and you will forfeit your registration fee.**

## REQUIRED IDENTIFICATION

**Candidates need to provide one (1) form of identification.**

Candidates must register for the exam with their LEGAL first and last name as it appears on their government issued identification. The required identification below must match the first and last name under which the candidate is registered. Candidates are required to bring one (1) form of a valid (non-expired) signature bearing identification to the test site.

**REQUIRED IDENTIFICATION (with photo) – Choose One**

- State issued driver's license
- State issued identification card
- US Government Issued Passport
- US Government Issued Military Identification Card
- US Government Issued Alien Registration Card
- Canadian Government Issued ID
  NOTE: ID must contain candidate's photo, be valid and unexpired.

**SECURITY PROCEDURES**

The following security procedures will apply during the examination:

- Candidates will be issued scratch paper and pencil to use during the examination. Scratch paper may not be written on prior to the beginning of the test. You must launch your test and the test time must start before you can start writing on any approved and issued scratch paper. The scratch paper may not be copied nor removed from the test center at the conclusion of the exam.
- Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be allowed in the examination site.
- Candidates may take only approved items into the examination room.
- All personal belongings of candidates, with the exception of close-fitting jackets or sweatshirts, should be placed in the secure storage provided at each site prior to entering the examination room. Personal belongings **include**, **but are not limited to**, the following items:
  - **Electronic devices of any type**, including cellular / mobile phones, recording devices, electronic watches, cameras, pagers, laptop computers, tablet computers (e.g., iPads), music players (e.g., iPods), smart watches, radios, or electronic games.
  - **Bulky or loose clothing or coats** that could be used to conceal recording devices or notes, including coats, shawls, hooded clothing, heavy jackets, or overcoats.
  - **Hats or headgear not worn for religious reasons** or as religious apparel, including hats, baseball caps, or visors.
  - **Other personal items**, including purses, notebooks, reference or reading material, briefcases, backpacks, wallets, pens, pencils, other writing devices, food, drinks, and good luck items.
- Person(s) accompanying an examination candidate may not wait in the examination center, inside the building or on the building's property. This applies to guests of any nature, including drivers, children, friends, family, colleagues or instructors.
- No smoking, eating, or drinking is allowed in the examination center.
- During the check in process, all candidates will be asked if they possess any prohibited items. Candidates may also be asked to empty their pockets and turn them out for the proctor to ensure they are empty. The proctor may also ask candidates to lift up the ends of their sleeves and the bottoms of their pant legs to ensure that notes or recording devices are not being hidden there.
- Proctors will also carefully inspect eyeglass frames, tie tacks, or any other apparel that could be used to harbor a recording device. Proctors will ask to inspect any such items in candidates' pockets.
- If prohibited items are found during check-in, candidates shall put them in the provided secure storage or return these items to their vehicle. PSI will not be responsible for the security of any personal belongings or prohibited items.
- Any candidate possessing prohibited items in the examination room shall immediately have his or her test results invalidated, and PSI shall notify the examination sponsor of the occurrence.
- Any candidate seen giving or receiving assistance on an examination, found with unauthorized materials, or who violates any security regulations will be asked to surrender all examination materials and to leave the examination center. All such instances will be reported to the examination sponsor.
- Copying or communicating examination content is violation of a candidate's contract with PSI, and federal and state law. Either may result in the disqualification of examination results and may lead to legal action.
- Once candidates have been seated and the examination begins, they may leave the examination room only to use the restroom, and only after obtaining permission from the proctor. Candidate will not receive extra time to complete the examination.

## TAKING THE EXAMINATION BY COMPUTER

The examination will be administered via computer. You will be using a mouse and computer keyboard.

**TUTORIAL**

Before you start your examination, an introductory tutorial is provided on the computer screen. The time you spend on this tutorial, up to 15 minutes, DOES NOT count as part of your examination time. Sample questions are included following the tutorial so that you may practice answering questions and reviewing your answers.

**TEST QUESTION SCREEN**

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

IMPORTANT: After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out.

**EXAMINATION REVIEW**

PSI, in cooperation with the South Carolina Real Estate Commission, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. Comments may be entered on the computer keyboard during the examination. Comments may be entered by clicking the Comments link on the function bar of the test question screen.

Your comments regarding the questions and the examinations are welcomed. Comments will be analyzed by PSI

examination development staff. While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If a discrepancy is found during the comment review, PSI and the department may re-evaluate candidates' results and adjust them accordingly. **This is the only review of the examination available to candidates.**

## SCORE REPORTING

In order to pass the examination, you must achieve the minimum score shown on each part of the examination.

| | Number Correct |
|---|---|
| **Associate** | |
| National Portion | 56 |
| State Portion | 28 |
| **Broker** | |
| National Portion | 60 |
| State Portion | 36 |

Your score will be given to you immediately following completion of the examination. Examination results are confidential and will be reported only to you and the South Carolina Real Estate Commission.

The following summary describes the score reporting process:

**On screen** - Your score will appear immediately on the computer screen.

- If you **pass**, you will immediately receive a successful notification on the screen.
- If you **do not pass**, you will immediately receive an unsuccessful notification on the screen along with a diagnostic report indicating your strengths and weaknesses by examination type.

You can print the score report from your online account.